

### Excel Active X Control Fix Overview

This fix will correct the issue with disappearing Active X controls which appeared in Excel when a security upgrade was recently installed.

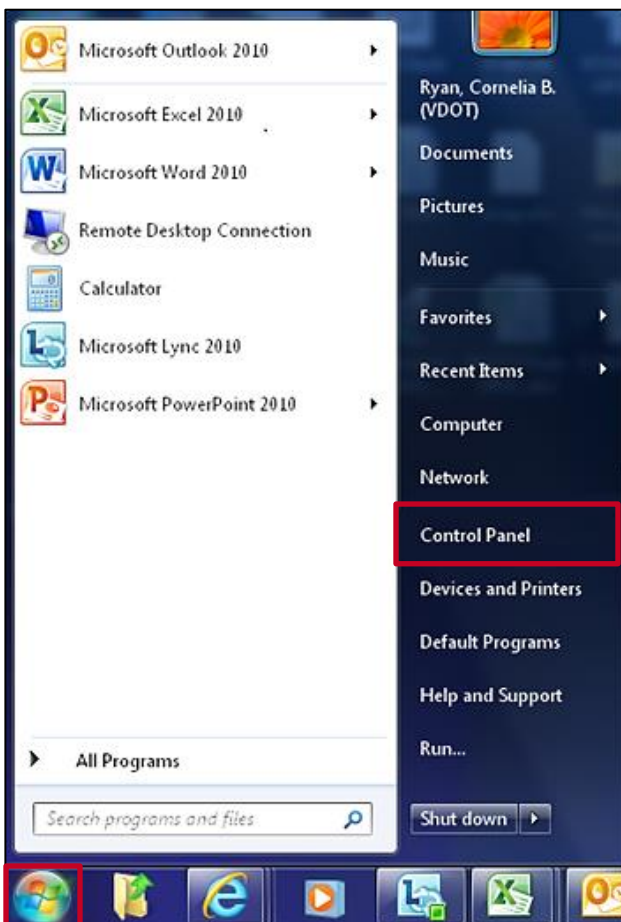
Save and close ALL files before you begin this process.

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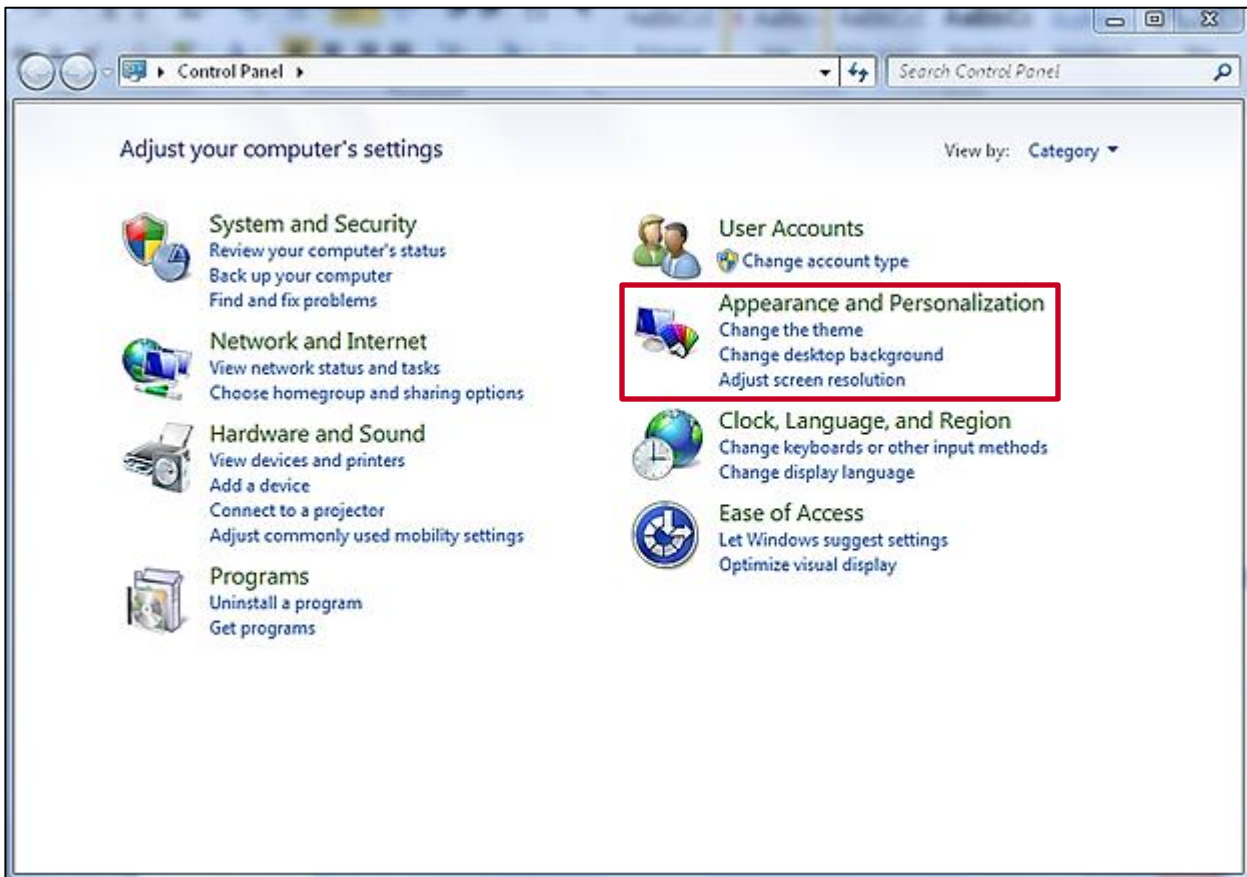
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### View Hidden Folders on Your Machine

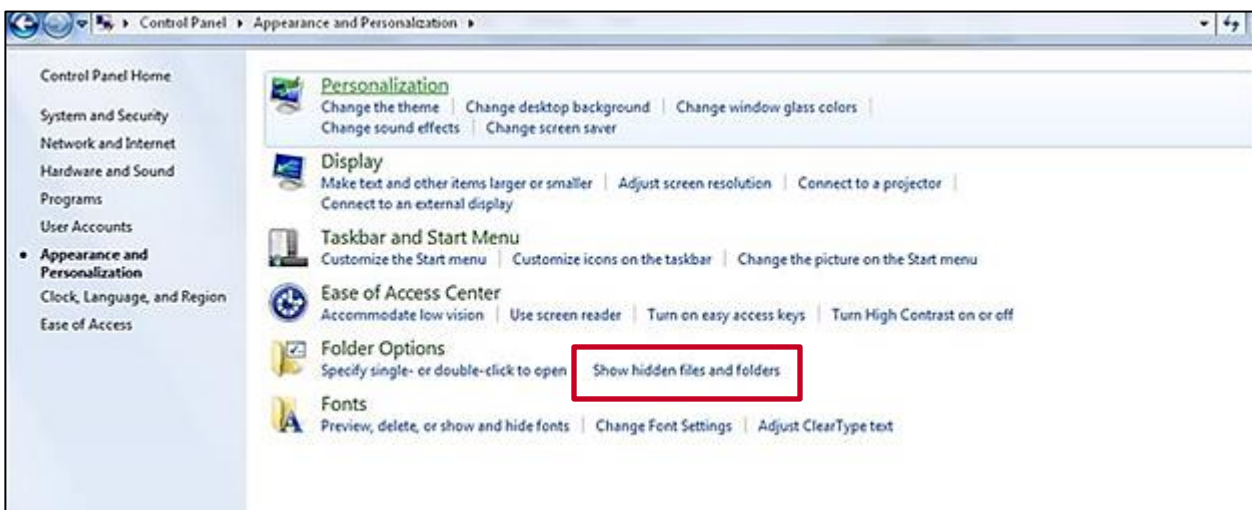
(This is being done as a check to make sure that you are able to view and delete the temporary files.)



1. Click the Windows **Start** button and select **Control Panel**.



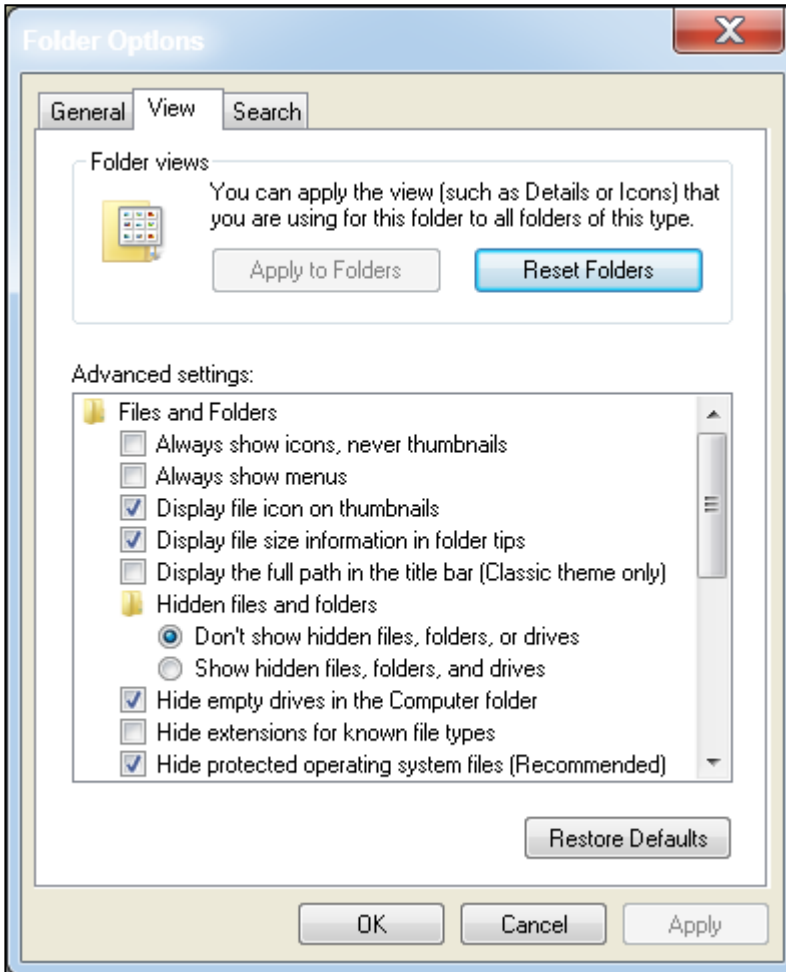
2. Click on the **Appearance and Personalization** icon.

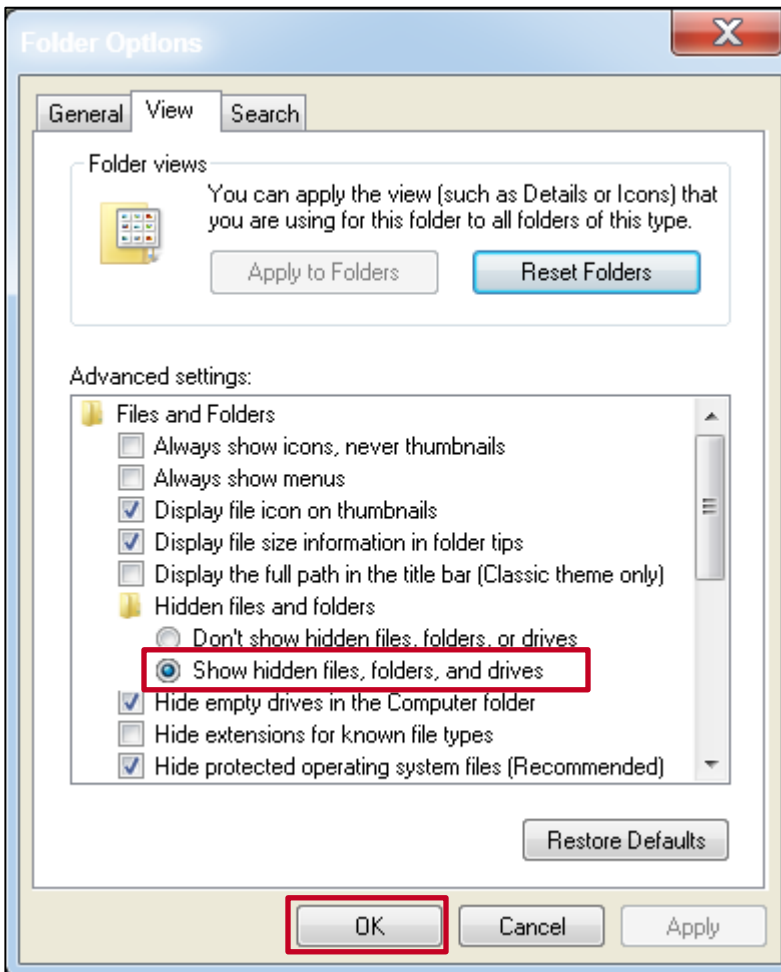


3. Select **Show hidden files and folders** under the **Folder Options** icon.

4. **Folder Options** will appear.

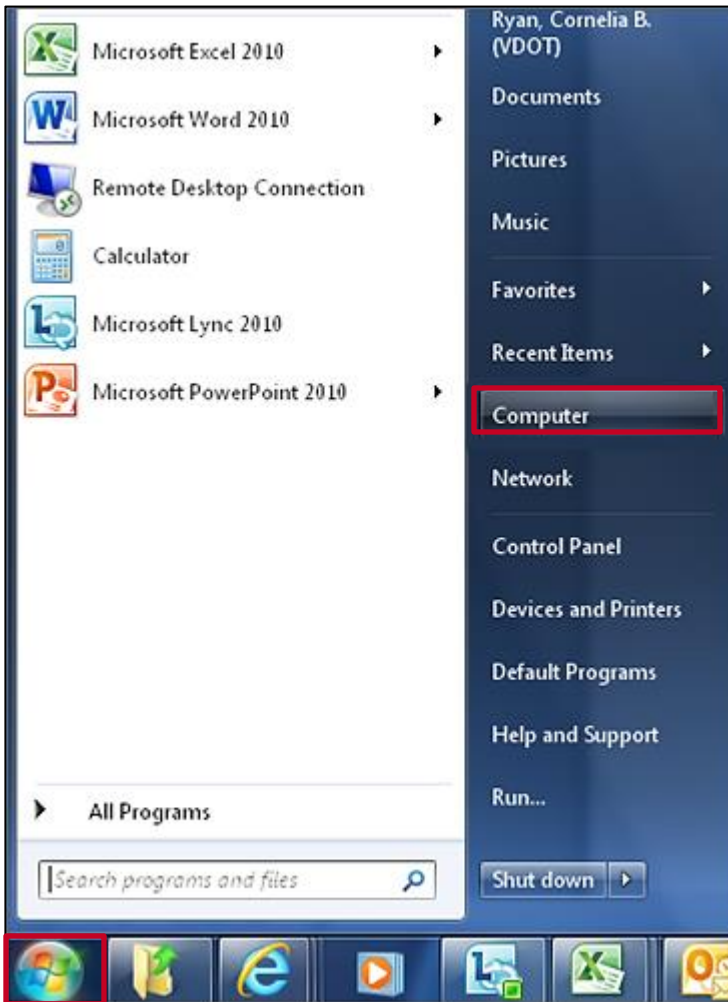
(Please note that you may or may not have the exact same settings that are listed below.)



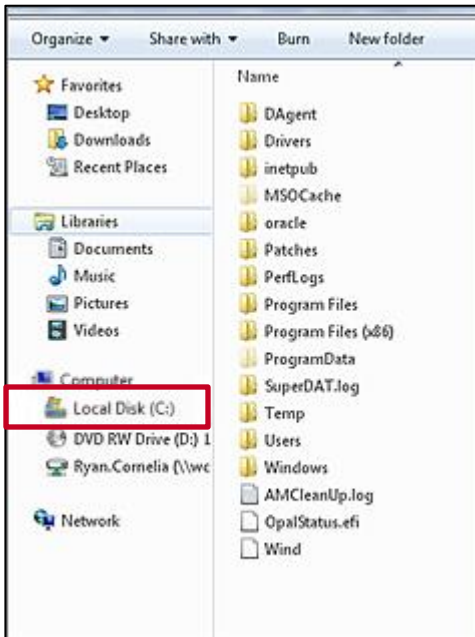


5. Under **Advanced settings – Hidden files and folders**, ensure that **Show hidden files, folders and drives** is selected.
6. Click the **OK** button.

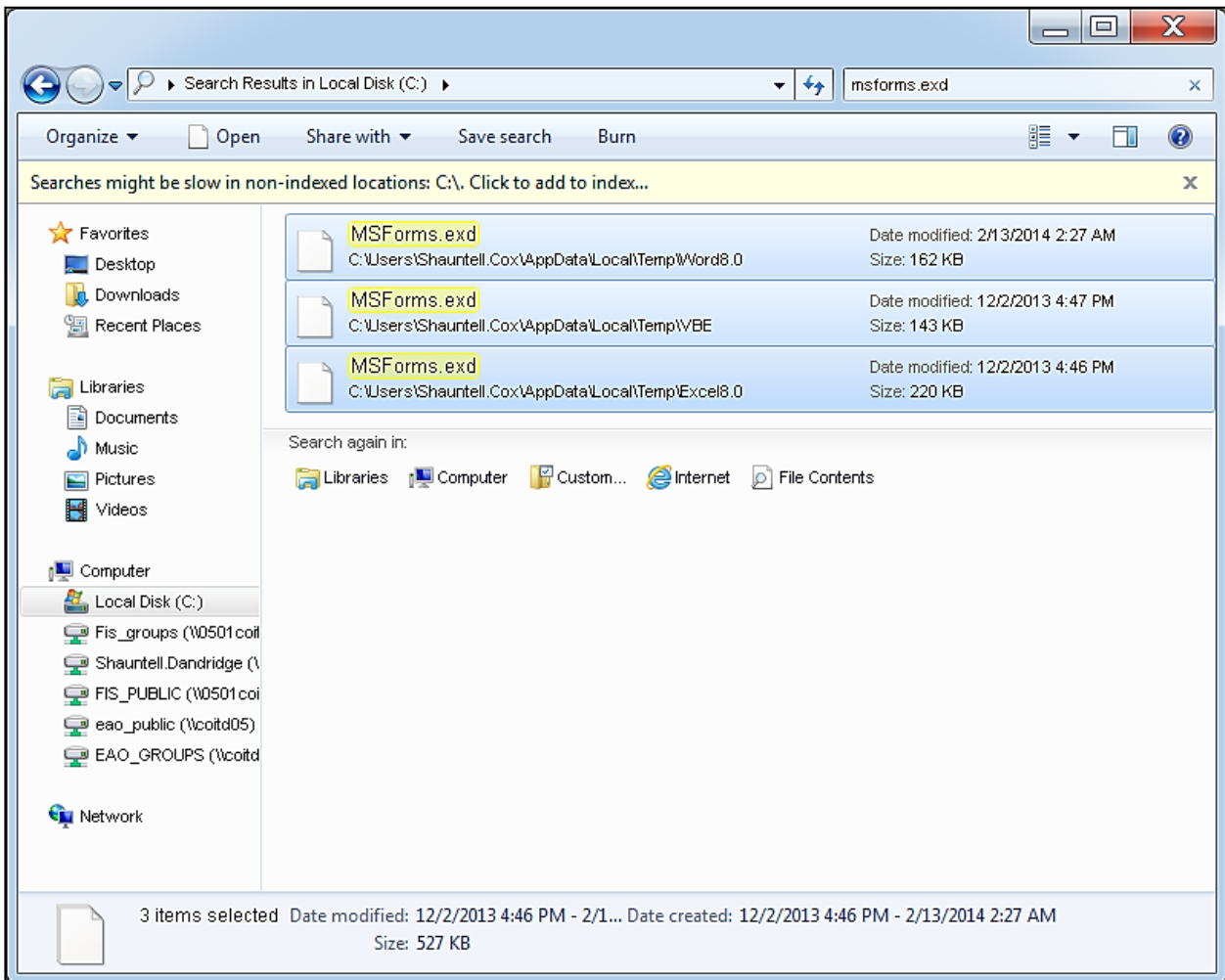
### Delete MSForms.exe Temporary Files



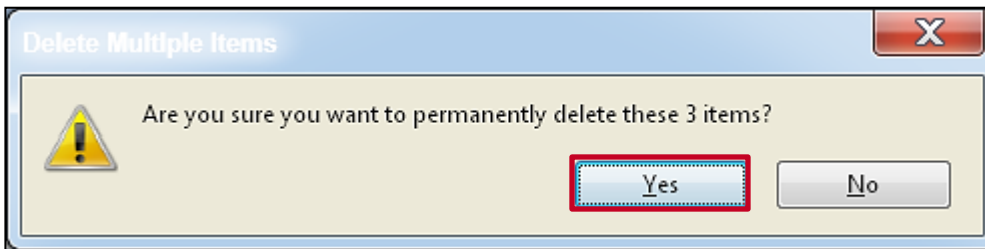
1. Click the Windows **Start** button and select **Computer**.



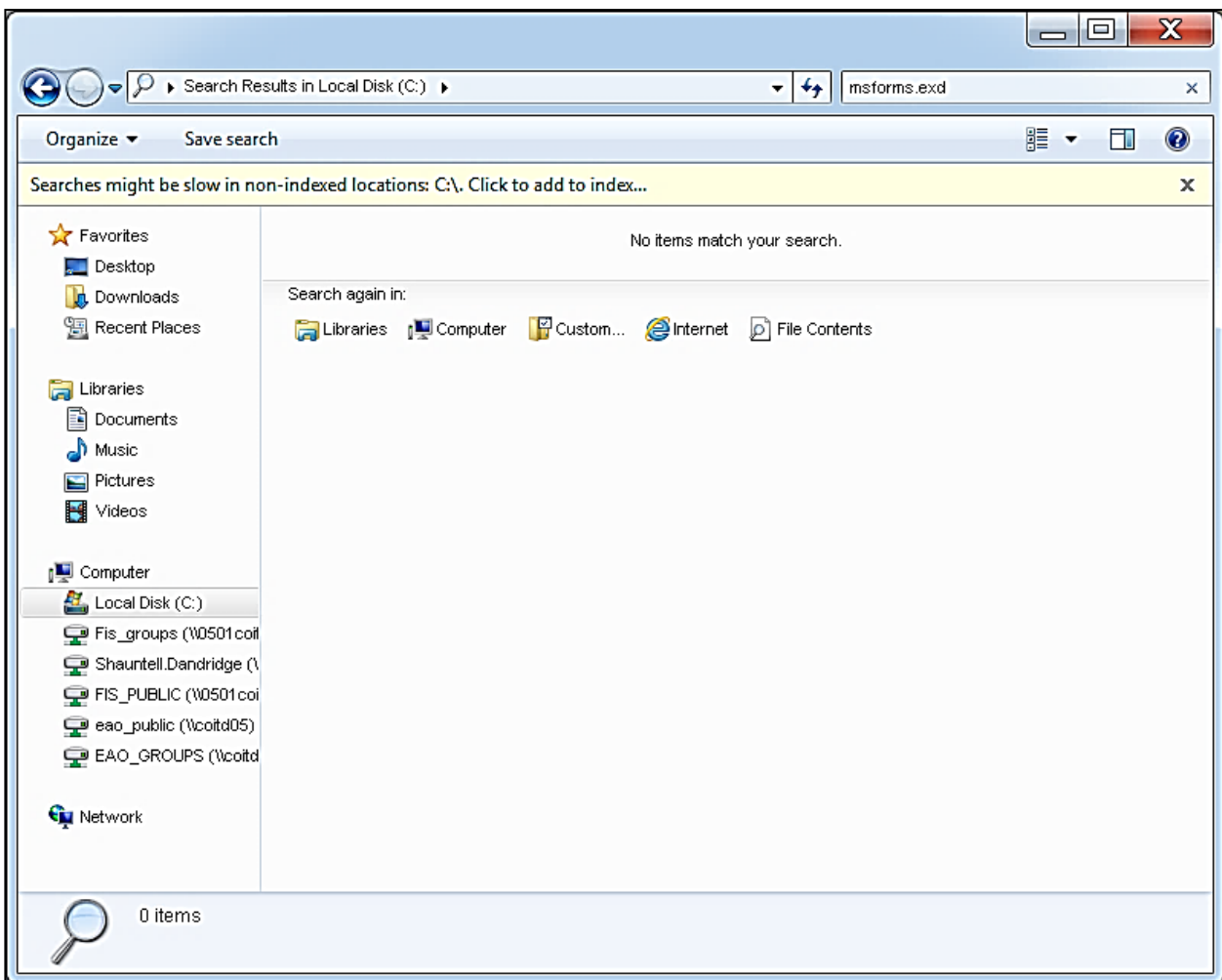
2. Select your **Local Disk C** drive from the menu on the left-hand side.



3. In the Search field, type **msforms.exe** and hit the **Enter** key. The search may take a minute or two and you may retrieve multiple files.
4. Select all files
  - a. One way to select all files is to select the first file with your mouse and then hold the **SHIFT** key on your keyboard while selecting the last file (again with your mouse).
5. Press **SHIFT** and **DELETE** on your keyboard to permanently delete the files.



6. Select **Yes** when prompted.
















7. Note that all files have been deleted.





8. Immediately, shut down your computer and restart.

	B	E	H	I	J	K	L	M	N	O	P	Q
2	Spreadsheet Journal Import											
3	Journal Header	Sys ID	Unit	Journal ID	Date	Description						
4												
5												
6	Journal Lines											
7	Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task
8				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9						Select fields to copy from a previous line by marking the checkboxes under each field.						
13												

9. When you log back on, the Spreadsheet Journal Import spreadsheet will be restored.